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**இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்**  
**SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION**  
(Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government)



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P.O. Box

28/10, මලලසේකර මාවත, කොළඹ 07, ශ්‍රී ලංකාව

28/10, மலலசேகர மாவத்தை, கொழும்பு 07, இலங்கை

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My No: SLIDA/PD/06/52/17-I/2025

2025.08.19

Secretaries of Ministries / Chief Secretaries of Provincial Councils  
Head of Departments / CEOs of State Owned Enterprises  
District Secretariats

Dear Sir / Madam



**CALLING APPLICATIONS FOR SPEECHCRAFT TRAINING PROGRAM 2025**  
**(WITH TOASTMASTERS INTERNATIONAL)**

We are pleased to inform you that SLIDA is now accepting applications for the Speechcraft Training Program in collaboration with Toastmasters International.

This program is intended for managerial-level officers in all-island services, with a particular focus on those at higher levels of management. While applications are welcome from all eligible officers, priority will be given to Special-Grade and Grade I officers. We kindly request you to encourage suitable officers to apply, especially those who would benefit from strengthening their public speaking and communication skills.

The program will run for ten weeks, with sessions held once a week from 5.00 p.m. to 7.30 p.m. The course fee is Rs. 35,000.00 per participants, and the exact date will be shared shortly.

The information brochure and application forms can be downloaded from the SLIDA website: [www.slida.lk](http://www.slida.lk). Scanned copies of the completed applications, duly recommended by the Head of the Institution, should be sent to [language@slida.gov.lk](mailto:language@slida.gov.lk) by 01<sup>st</sup> September 2025.

For further information, please contact the Centre for Language Studies of SLIDA during office hours at 011-5980261 / 262.

Yours faithfully

  
**A.V. Janadara**  
Director General (Acting)





     
[www.slida.lk](http://www.slida.lk)

# Speechcraft Training Programme

**With Toastmasters International**

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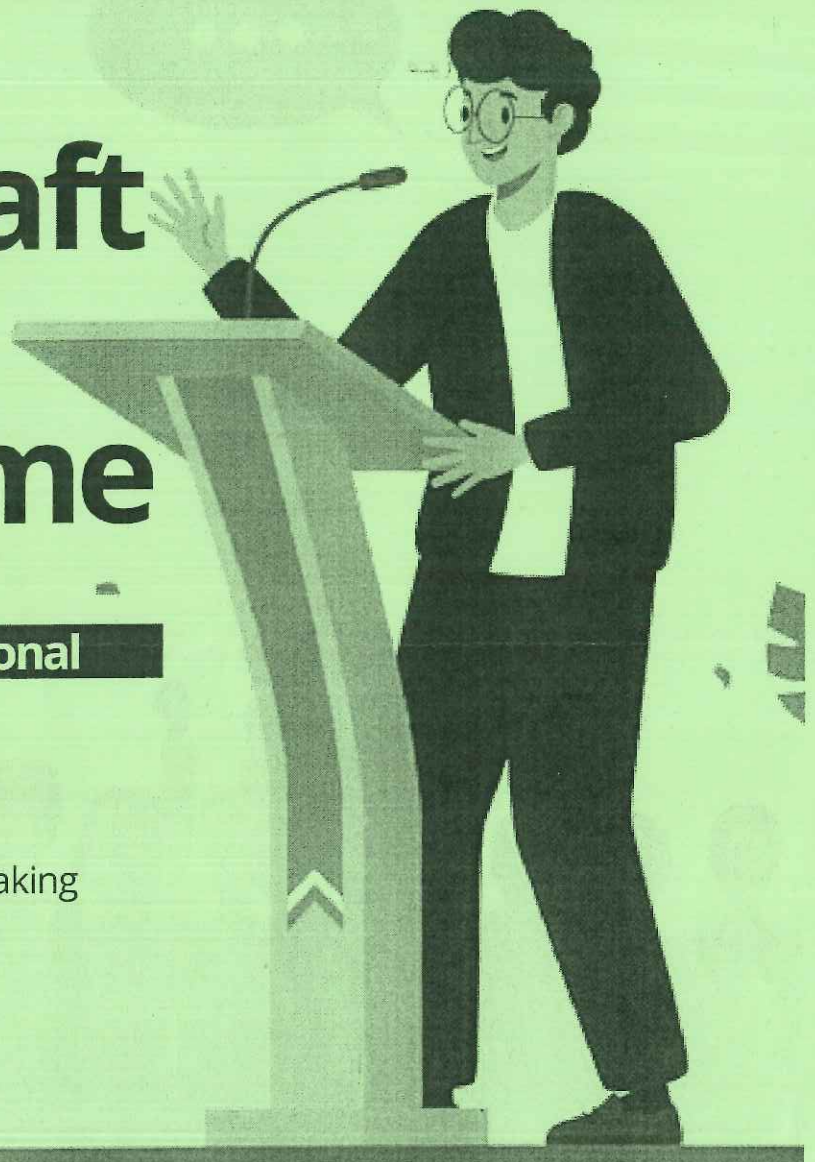
- Overcoming the fear of public speaking
- Structuring a speech
- Vocal variety
- Body Language
- Working with Words
- Visual Aids
- Effective Evaluations
- Effective Impromptu Speaking

Key training sessions conducted by experienced Toastmasters.

**Priority will be given to higher managerial-level officers in the Public Sector.**

## Contact

Centre for Language Studies : 011-5980261/262



⌚ Duration : 10 consecutive weeks ( 2 hrs. per day)  
once a week from 5.00 p.m. to 7.30 p.m.

💰 Course Fee: Rs. 35,000.00

📅 Commencement : September 2025

👤 Course Coordinator : Mrs. Sachithra Jayavindi  
(Associate Consultant)



**SLIDA**  
“Learning Confers Discipline”